

Professional and Managerial Branch  
Cultural Group  
Aquatics Series

**AQUATICS SUPERVISOR**

01/99(CDH)

*Summary*

Under general supervision, direct operation, and administer multiple assigned outdoor aquatic facilities.

*Typical Duties*

Direct and administer operations of assigned swimming pools. Involves: preparing work schedules, assuring adequate staff coverage for scheduled operations; verifying time sheets; overseeing and auditing collection and deposit of funds received, and reviewing and verifying accounting documents; assuring safety equipment is available and functioning; inventorying, ordering, stocking and distributing materials and supplies; reviewing operation and incident reports, and determining, taking or recommending action; assuring accuracy of pool rental schedules; checking, monitoring and adjusting operation of water treatment equipment, and taking or directing corrective action; making or directing minor repairs or adjustments; determining need for and calling for maintenance, or making individual repairs as needed; investigating and resolving customer inquiries and complaints; overseeing program registration.

Open and close assigned seasonal facilities. Involves: developing and preparing plans for summer use of assigned pools; assuring that signage, materials, supplies and safety equipment are in place; verifying that water treatment equipment is operating or shut-down to specification; taking or ordering corrective action or maintenance as required; directing general cleanup and cosmetic preparation of facilities; conducting inspections and reporting opening and closing status.

Supervise assigned staff such as Pool Managers, Life Guards, Pool Attendants and volunteer workers. Involves: assigning duties, issuing written and oral instructions and checking work for conformance to policies and procedures; guiding subordinates to overcome difficulties encountered in performing duties; evaluating performance and rating employees; coaching and arranging for or conducting training and development activities; enforcing personnel rules and regulations, standards of conduct, work attendance and safe working practices; maintaining supervisor-subordinate harmony and resolving grievances; interviewing applicants.

Perform related duties as assigned. Involves: performing any delegated duties of supervisor, subordinates or coworkers, as qualified to maintain continuity of normal and special operations; participating by acting in capacities such as judge, timer or scheduler in special events; organizing, conducting and evaluating weekly summer league swim meets at facilities.

*Minimum Qualifications*

Training and Experience: Graduation from an accredited college or university with a Bachelor's degree in Education, Recreation Management, or Social Science, plus two (2) years experience overseeing organized youth oriented activities.

Knowledge, Abilities and Skills: Some knowledge of: program administrative and accounting procedures associated with managing recreational facilities sports programs or meets; and group leadership or supervisory techniques.

Ability to: oversee youthful employees and customers, and adult volunteer workers; scheduling and overseeing a variety of recreation events during all operating hours; maintain orderly and efficient operation of facilities; schedule and direct safe and harmonious operations of various public recreation events; prepare reports and audit money handling procedures and execution, and cash receipt documents; organize and schedule hours of operations and work requirements; firmly and impartially evaluate and correct employee performance; communicate effectively both orally and in writing in order to respond to public inquiries and complaints.

Skill in: Safe operation and care of motor vehicle.

*Physical Requirements:* Frequent walking over even, wet and dry, surfaces; occasional driving through city traffic.

*Special requirements:* Subject to call back, or working flexible, weekend, holiday or extended hours as required.

*Licenses and Certificates:* Texas Class "C" Driver's License or an equivalent license issued by another state.

---

Director of Personnel

---

Department Head